

*Ottawa County Community Foundation, Inc.*

**PROJECT FINAL REPORT FORM**

Your **Project Final Report** is due no later than **June 30, of the year following your grant award**. You may, however, submit your final report as soon as your project is complete. Use the attached **Project Final Report** form to report your project successes and financial accounting. You may use as many pages as necessary to thoroughly report on your project. Please call Joy Roth (419-261-0797) or Mary Coffee (419-341-7400) with any questions. Mail your completed **Project Final Report** to: OCCF, P.O. Box 36, Port Clinton, OH 43452.

**A Project Final Report of the grant-supported project is required as a condition of your grant. Failure to submit a Project Final Report may preclude your organization from future Ottawa County Community Foundation funding.**

Lead Agency \_\_\_\_\_ Date \_\_\_\_\_

Project Title \_\_\_\_\_

Project Dates \_\_\_\_\_ Grant Amount \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative of Grantee

\_\_\_\_\_  
Date

**PROJECT INFORMATION**

**1. Purpose of Grant**

**2. Outcomes and Activities** Describe completed activities, number of participants, evidence of achievement of project goals, how you evaluated your project, etc.

**3. Strengths & Limitations** Summary of what worked and what didn't work.

## **FINANCIAL INFORMATION**

**1. Line Item Financial Report** Summary of Income and Expenditures and specific use of grant funds.

**2. Financial Variances from Original Request** Explain any significant variance between proposed budget and actual income/expenses, if applicable.

**3. Other Income Sources** Describe other income sources used, if applicable.

## **ATTACHMENTS**

**1. Significant Materials** Include copies of any printed materials developed for your project, if applicable.

**2. Publicity and Photographs** Include photos showing progress and/or completion of your project, preferably with people in the photos. Include publicity related to your project.